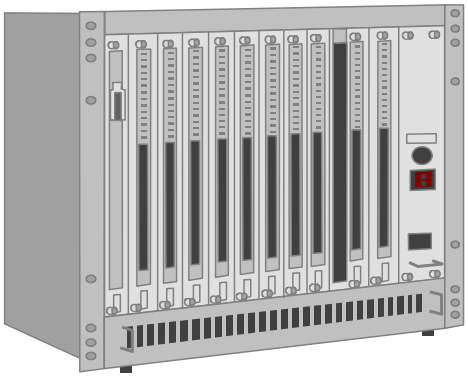
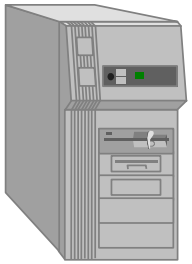
PURCHASE CARD C. A. R. E. TRAINING

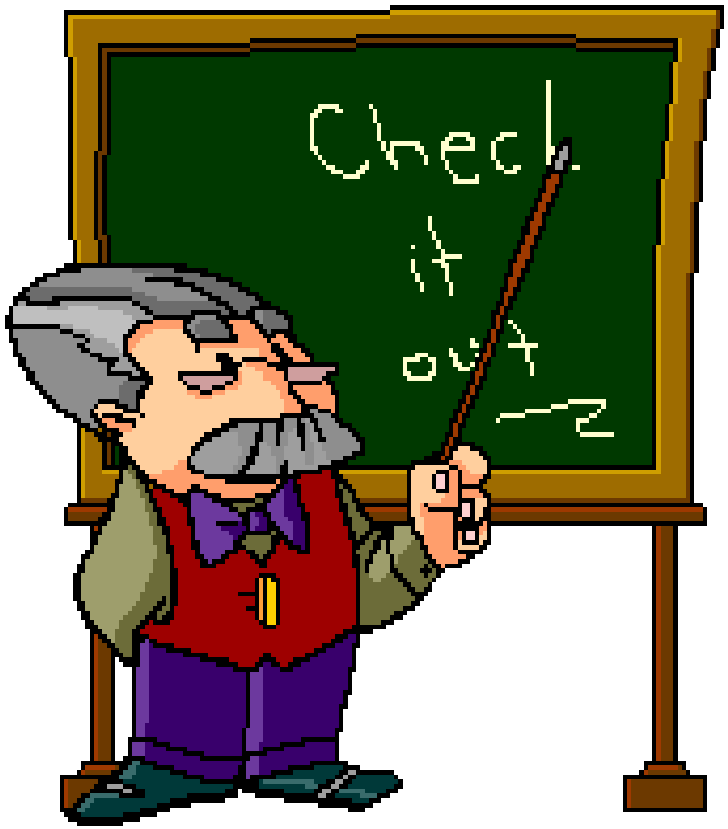
Purchase Card Electronic Commerce Implementation Started September 2001 Cycle



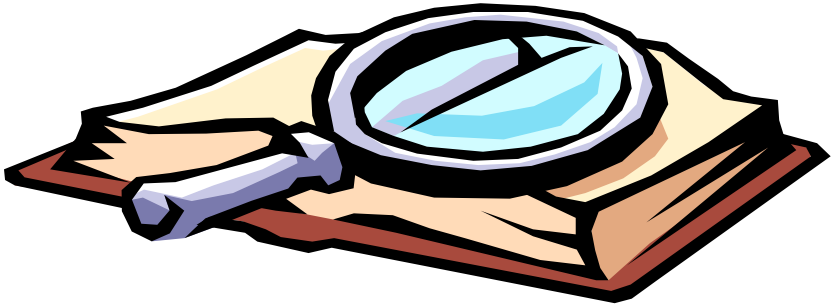


INSTRUCTOR FOR THE DAY

- **Dolores Faisca**
- ***Government Purchase Card Program Manager***
- **Phone: *494-2194***



CONTENT of TRAINING



- Glossary
- Hierarchy Levels
- C.A.R.E Overview
- Quick Overview on Complete Cycle Process
- Responsibilities and Procedures for C.A.R.E

Glossary

- **C.A.R.E. – Customer Automation and Reporting Environment**
- **Custodian – The person responsible for approving transactions and statements.**
- **Transaction Amount – The sum of the order or the posted transaction.**
- **EPE – Electronic Procurement Engine is the system application that provides the information gathered from vendor, buyers and bank enabling the approval and reconciliation process.**

- **EPE purchase order number - The number that identifies the order, which is sent to U.S. Bank from the EPE.**

- **Order Data – Cardholder account number, EPE purchase order number, dollar amount, cost allocation (Fund Cite) and line item detail.**

- **Posted transactions or Billed transaction or Billing record --The total (“actual”) amount of the purchase (includes, shipping and handling, etc.)**

- **Transaction – The information listed on the Transactions tab in Transaction Management within C.A.R.E (includes: status, merchant, amount of purchase, purchase ID, etc.).**

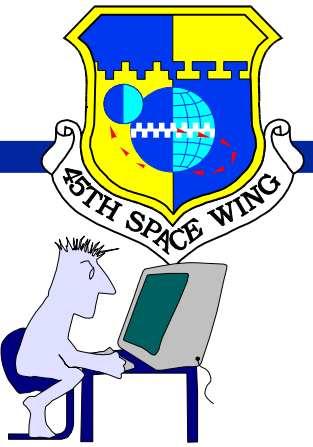
- **Transaction Record – A record between cardholder and merchant . A monetary record that gets posted to an account.**

- **Transaction Management – is within the U.S. Bank's Customer Automation and Reporting Environment (C.A.R.E.) allows the processing and management of cardholders accounts transactions. Transaction management allows you to view, approve, reallocate, and dispute transactions.**
- **Transaction log – Mandatory use to input transaction data. It is a living log until cardholder moves or reconciles transaction.**

- **Order Reconciliation – Gives C.A.R.E users the ability to automatically reconcile orders placed through EPE with a purchase card, against the posted transactions. Order Reconciliation takes vendors data provided at the time of the order and attempts to reconcile that information against the posted transactions. Successful reconciliation results in enhanced data attached to the transaction which streamlines financial processes and enhances reporting capabilities**

Hierarchy

- Purchase Card Program Organizational Levels
- LEVEL I – 47163 (DOD PMO)
- LEVEL II -- 00057 AIR FORCE
- LEVEL III -- 00014 SPACE COMMAND
- LEVEL IV -- 02520 PATRICK AFB
- LEVEL V -- 12345 APPROVING OFFICIAL (MANAGING ACCOUNT)
- LEVEL VI -- 16 DIGIT CARDHOLDER ACCOUNT



C.A.R.E. OVERVIEW

U.S. Bank – C.A.R.E is web based and provides electronic functionality for all users.

- **Provides funds controls with flexible spending levels and cost distribution.**
- **Maintains full financial management functionality with reduced workload.**
- **Provides separation of duties while allowing all users full access to better manage programs.**

- **Contracting remains the Agency/Organization Program Coordinator (AOPC) and provides account set up and surveillance.**

- **Using Transaction Management**
  - **Cardholders and Billing Officials log purchases, maintain account status, and approve monthly statements.**
  - **Resource Advisors verify funding and cost distribution.**
- **FSO loads commitments, quarterly spending limits, maintains child rule sets, and certifies invoices.**
- **DFAS builds master contract records, processes obligation (821s), invoice (810s) and makes electronic fund transfer (EFT) payments.**

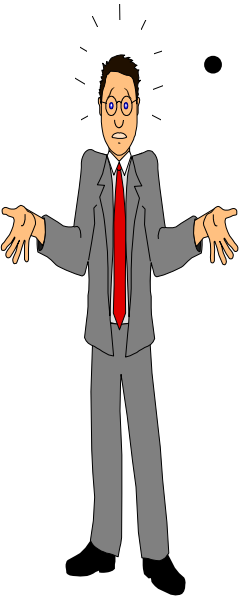
- **AF Form 4009 is the funding document.**
- **End of cycle (25th of the month) bank rolls cardholders purchases to master account level and generates EDI – 821s.**
  - **821s are generated and issued by bank - 821s are all the obligations made by cardholders during the cycle.**
  - **821s are sent to DFAS electronically. DFAS records and decommits obligations in Intergraded Accounts Payable System(IAPS) contract records and in GAFS – BQ.**

- FSO authorizes funds adjustments for rejects after 821 has been processed.

- Bank generates a consolidated invoice (810) for FSO certification after 821 is processed.
  - FSO certifies invoice (810) and send it to DFAS for processing.
  - Invoice is matched electronically to obligations (821s) in IAPS

- Payment processed by IAPS using pay and confirm procedures.
  - Electronic Funds Transfer(EFT) payment is released.

CARDHOLDER



- **Cardholder receives the requirement for purchase.**
  - **Uses AFI 64-117, FAR, DFARS, AFI 65-601, Vol. 1, Chap 4 as guidance.**
  - **Cardholder acquirers all appropriate approvals.**
  - **Determines vendor by availability, cost and delivery.**
  - **Places the order**

- **Cardholders -- at this point the Transaction Log must be completed.**
- **Transaction Log – Allows the user to enter and store information specific to a transaction. Each cardholder account has exactly one associated transaction log. A transaction log contains transaction log entries. Each transaction log entry represents one transaction and may or may not be associated to a transaction which has actually posted.**

APPROVING OFFICIALS

- **Approving Official/Alternate functions in C.A.R.E.**
  - **Initiate Funding document AF 4009.**
    - **Master Account Code will be (5-16) of master account number plus fiscal year.**
    - **Example: 3045556087872001 – total 16 digits**
  - **Establishes cardholder spending limits.**
  - **Ensure funds are available and limits are not exceeded.**
  - **Verifies transactions were appropriate IAW AFI 64-117.**

- **Approves consolidated statement after all cardholder statements have been approved.**

- **Approving Official/Alternate have the option of approving cardholder's transactions and statements on behalf of the Cardholder during the cycle and up to 15 days after.**

- **15 Calendar Days after the close of the billing cycle, the Approving Official/Alternate must approve any transactions and statements not approved by the Cardholder.**

- **Approving Officials/Alternate have the same and more functionality as the Cardholders.**

- **Alternate Approving Officials will receive their own password. When accessing Transaction Management the Approving Official's name and number will be displayed. Just click on the name and account number to gain access to the account.**

- **If the Approve button is not active, it is most likely because the transaction has already been approved or disputed, or the current date is greater than 15 days past the cycle close date. ONLY THE BILLING OFFICIAL CAN APPROVE A TRANSACTION 15 DAYS OR MORE AFTER THE CYCLE DATE.**
- **15 days after cycle close, the Approve button would appear inactive to the Cardholder, and active to the Approving Official (provided the fact that the transaction has not already been approved or disputed).**

- **Remember, Approving Officials automatically become the certifying officer when appointed. This appointment occurs through the "request letter to setup an account" that is signed by the respective commander or office director. The certification makes note that the purchases were made properly, as authorized by laws and regulations. Also that items were delivered or service rendered.**

- **Cardholders should reconcile any transactions that can be reconciled during the cycle so that at the end of the cycle the cardholder would not have a heavy work load. Cardholder have can reconcile and approve cycle statement from the 26th of the month plus 14 days.**

- **Approving Officials must certify and approve their monthly cycle statement ASAP after the monthly cycle closes. If the monthly cycle is not approved by the 30th of the following month, the activity is reduced to $1 and no one within that account can use their GPC.**

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